Thriving Communities Program
Letter of Interest (LOI) Worksheet

This worksheet is designed to help lead applicants and their partners prepare for LOI submission to apply to receive support through the Thriving Communities Program (TCP). The fields in this worksheet reflect the fields that will be required for a complete LOI. The worksheet can be used to collect, draft, and workshop responses to the questions. When you're ready, submit your LOI through the webform available at https://www.transportation.gov/thriving-communities-program-letter-of-interest. You do not need to submit this worksheet.

You must submit your Letter of Interest no later than 11:59 p.m. (EST) on December 6, 2022.

Lead Applicant Organization

Required Information	Applicant Response
Organization name	
Organization type Reminder - the lead applicant **must** be one of the following: • State, local, or Tribal government • United States territory • Metropolitan planning organization (or rural transportation planning organization) • Transit agency • Other political subdivision of state or local government	
Primary staff contact name Reminder: the primary staff contact will act as the point of contact to coordinate with the assigned Capacity Builder, community partners, and the Build America Bureau	
Business email	
Business phone number	

TCP Community of Practice

You must select **one** Community of Practice in your LOI based on your community's size, location, needs, and priorities. The three Communities of Practice are described in detail in section E.3 of the Call for Letters of Interest and include:

• **Main Streets** – Focused on Tribal and rural communities and the interconnected transportation, housing, community, and economic development issues they face.

- **Complete Neighborhoods** – Focused on urban and suburban communities located within metropolitan areas working to better coordinate transportation with land use, housing, and economic development.

- **Networked Communities** – Focused on those communities located near ports, airports, freight, and rail facilities to address mobility, access, environmental justice, and economic issues including leveraging their proximity to these facilities for wealth-building and economic development opportunities.

Required Information	Applicant Response
To which Community of Practice are you seeking to apply?	

Community Partners

Those submitting an LOI for Thriving Communities Program assistance must identify a lead applicant and **two** key community partners. A key partner is one who can help with implementation activities and community engagement during the two-year period. You can find more details about Community Partnerships in section E.1 of the Call for Letters of Interest. You will not be able to submit the form without completing the required information for both community partners.

Community Partner #1

Required Information	Applicant Response
Community Partner name	
Type of organization In your LOI submission, you can choose between the following types of organizations: government, non-profit organization, private sector, philanthropy, community-based organization, Tribe, or other. If you select "other," you must specify the type of organization.	
If applicable, indicate if the organization is any one of the following: • Minority-owned, woman-owned, or other disadvantaged business enterprise (DBE) • Minority-Serving Institution (for example, a historically Black college or university, a Hispanic-serving institution, a Tribal college or university, an Asian American and Native American Pacific Islander-serving institution, and others) • Non-profit organization located within the community that is identified as playing a capacity building role This question is **optional.**	

Required Information	Applicant Response
If applicable, note any additional organization attributes that may affect priority consideration. This question is **optional.**	

Community Partner #2

Required Information	Applicant Response
Community Partner name	
Type of organization In your LOI submission, you can choose between the following types of organizations: government, non-profit organization, private sector, philanthropy, community-based organization, Tribe, or other. If you select "other," you must specify the type of organization.	
If applicable, indicate if the organization is any one of the following: • Minority-owned, woman-owned, or other disadvantaged business enterprise (DBE) • Minority-Serving Institution (for example, a historically black college or university, a Hispanic-serving institution, a Tribal college or university, an Asian American and Native American Pacific Islander-serving institution, and others) • Non-profit organization located within the community that is identified as playing a capacity building role This question is **optional.**	
If applicable, note any additional organization attributes that may affect priority consideration. This question is **optional.**	

Additional Community Partners (optional)

Required Information	Applicant Response
If your team includes more than two community partners, please list the names and type of the additional community partners (e.g., Acme Industries, Private Sector). If applicable, please indicate if the organization is a minority-owned, woman-owned, or other DBE; a Minority Serving Institution; or a non-profit organization located within the community that is identified as playing a capacity building role. This question is **optional.**	

Additional Information

Required Information	Applicant Response
Provide the lead applicant organization's prior year fiscal budget (in dollars).	
Provide any clarification on the budget (any additional notes that will help provide context for the budget provided in the question above, if needed). This question is **optional.**	
Indicate the number of staff at the lead organization who work primarily on transportation planning, public engagement, and/or grant application and administration. The form provides the following options: • 0 staff • 1-5 staff • 6-30 staff • 31-50 staff • 51+ staff	
Describe the geographic area that will receive the TCP support. Reminder: this should be the community within which the program's activities for comprehensive community- and data-driven transformative infrastructure and community development activities will take place. The community definition can be based upon locally understood boundaries and transportation patterns and needs. See section E.2 of the Call for LOIs for more information.	

Required Information	Applicant Response
Indicate if the defined geographic area includes disadvantaged populations or census tracts. If it does, estimate whether a majority or less than a majority of the geographic area is disadvantaged. Reminder: Section E.2 of the Call for LOIs contains information on which tools can be used to verify. All Tribes and United States territories qualify as Justice40 disadvantaged communities and should check "Yes, with a majority."	
If the geographic area that will receive the TCP support includes disadvantaged populations or census tracts, please indicate which tool(s) were used to verify. You can use any of the following tools: • DOT mapping tool for Historically Disadvantaged Communities • Areas of Persistent Poverty Table • Other Federally designated community development zones (for example: Empowerment Zones, Promise Zones, or Choice Neighborhoods) You also have the option to indicate: • I am a Tribe or United States territory and do not need to verify status • N/A: The geographic area does not include a disadvantaged community	
Is the lead applicant or focus area of TCP support located in a rural area? Reminder: Appendix A of the Call for LOIs includes a definition for "rural"	

Required Information	Applicant Response
Describe the lead applicant's experience with DOT discretionary grant funding by indicating one of the following: • My organization has never applied for a DOT grant • My organization has applied but has been unsuccessful in obtaining a DOT grant (i.e., has never received a DOT grant) • My organization has been awarded one or more DOT grants at some point in the past If you choose the last option, you must list the most recent grant(s) and award year.	
Has the lead applicant received Federally funded technical assistance in the past, or is the lead applicant currently receiving Federally funded technical assistance? If yes, you must indicate granting Federal agency and type of technical assistance.	

Needs and Vision Statement

The lead applicant and its community partners should collectively develop a needs statement and a vision statement which will be submitted by the lead applicant through the webform that makes the case for seeking TCP technical assistance.

Needs Statement

The needs statement must be **500 words or less** and describe the following:
- Key challenges or needs (transportation, equity, environmental, health and safety, housing, and/or economic) that the identified community faces, including those caused by harmful historic or current policies (e.g., displacement, discrimination, segregation, exclusionary zoning) that could be addressed through the TCP.
- Technical or capacity challenges the applicant or community has faced when seeking Federal funding or delivering transportation projects, or in trying to coordinate infrastructure projects with broader community and economic development efforts.
- Any infrastructure projects that may be planned or underway, and specific or anticipated challenges your team may face in funding or implementing these projects (if applicable).

Use this space to draft your needs statement. To keep track of your word limit (500 words), You can use the "word count" tool under the "review" tab in Microsoft Word.

Vision Statement

The vision statement must be **500 words or less** and describe the following:

- Community and/or organizational goals to be advanced through participation in the TCP.
- Why the key community partners were chosen and how the assembled team will be able to successfully work together to meet identified goals.
- Ways in which traditionally underrepresented voices and community stakeholders, including but not limited to those with Limited English Proficiency and those with disabilities, will be engaged in the technical assistance, planning, and capacity building process throughout the two-year period.

Use this space to draft your vision statement. To keep track of your word limit (500 words), You can use the "word count" tool under the "review" tab in Microsoft Word.